

BRIAN SANDOVAL
Governor

STATE OF NEVADA

STEVE GEORGE
Administrator

BRUCE BRESLOW
Director



CHARLES J. VERRE
Chief Administrative Officer

DEPARTMENT OF BUSINESS AND INDUSTRY
DIVISION OF INDUSTRIAL RELATIONS
WORKERS' COMPENSATION SECTION
1301 N. Green Valley Parkway, Suite 200
Henderson, Nevada 89074

MEMORANDUM

TO: **ALL NEVADA WORKERS' COMPENSATION INSURERS**
(Active and Inactive)

CC: **THIRD PARTY ADMINISTRATORS (TPAs)**

FROM: Charles J. Verre, Chief Administrative Officer

DATE: November 12, 2015

SUBJECT: **WCS Workers' Compensation Claims Activity Report,
Statement of Inactivity and Insurer Information Form
Fiscal Year 2015 (July 1, 2014- June 30, 2015)**

DUE DATE: January 8, 2016

Provided are the *Fiscal Year 2015 WCS Workers' Compensation Claims Activity Report (Activity Report), Statement of Inactivity and the Insurer Information Form.* The *Insurer Information Form* AND either the *Activity Report* or the *Statement of Inactivity* must be completed and returned to the WCS on or before **January 8, 2016. If you are not the appropriate party to respond to this correspondence, please forward to the person(s) within your organization responsible for state reporting.**

If this correspondence was received via email, report forms and instructions for submitting electronically can be accessed from the links provided in the body of this email. If this correspondence was received in hard copy by mail, then you may return the hard copy by mail/fax or you may use the online electronic report forms and submit by email. All forms and instructions are available on the WCS Web site at http://dir.nv.gov/WCS/Insurer-TPA_Reporting/. Forms may also be requested via email to wcsra@business.nv.gov.

The following are report form links:

[Insurer Information Form](#)
[Statement of Inactivity](#)
[Claims Activity Report \(electronic\)](#)

The following are documents provided to assist in the completion of the reports:

[Attachment 1 \(Definitions\)](#)
[Attachment 2 \(General Instructions\)](#)
[Attachment 3 \(Filing Electronically\)](#)
[Attachment 4 \(NRS/NAC\)](#)
[Attachment 5 \(NAC 616B.016\)](#)

Read and follow all instructions carefully. Information submitted must be complete, accurate and correctly calculated. Be sure to double-check calculations before entering the final figures on the report. A **zero (0)** should be entered in all fields where there has been no activity. If a specific amount is unknown, enter “UNK” in the field. **Do not leave fields blank.**

An insurer having no claims activity during the fiscal year must complete and sign the *Statement of Inactivity* in lieu of the *Activity Report*. **Every insurer, active or inactive,** must submit the *Insurer Information Form* AND either the *Activity Report* or the *Statement of Inactivity*.

METHODS OF REPORTING

Electronic Filing:

The WCS recommends electronic filing. Read and follow the instructions (Attachment #3) for filing this report by email to: wcsra@business.nv.gov

Hard Copy Filing:

By Fax: (702) 990-0364

By Mail: State of Nevada
Division of Industrial Relations
Workers' Compensation Section
1301 North Green Valley Parkway, Suite 200
Henderson, Nevada 89074
Attention: Research and Analysis

Nevada Revised Statutes (NRS) 616B.009(1) states: “All insurers shall report to the administrator, annually or at intervals which the administrator requires, all accidental injuries, occupational diseases, dispositions of claims and payments made under chapters 616A to 617, inclusive, of NRS or regulations adopted by the division pursuant thereto.” Additionally, NAC 616B.016 defines what each insurer shall report. Nevada Administrative Code (NAC) 616A.410 requires workers compensation insurers to respond to a written request of the administrator or his designated agent within 30 days after receipt of the request or as specified in the request. **Failure to return the completed forms as requested by WCS or to comply with any of the statutes and regulations mentioned herein shall result in administrative action pursuant to NAC 616D.415(1)(d).**

If you have any questions regarding this request, you may contact Research and Analysis at (702) 486-9080 or by email at wcsra@business.nv.gov.